

ATTACHMENT #3

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
PERSONNEL SERVICES ADMINISTRATION
GUIDELINES (SUMMARY)**

HIRING SPP CONTRACT AND TEMPORARY EMERGENCY EMPLOYEES

GENERAL:

1. All salaries must be negotiated and finalized following these guidelines before a contract/EM appointment is signed and submitted for processing.
2. Some form of accepted public solicitation (newspaper help wanted ad(s) recommended) to attract applicants must occur prior to appointment.
3. Any above base salary approved for a Special Payments employee under these guidelines can not be guaranteed to that employee upon conversion to a permanent position.
4. An above base salary is not automatically authorized to offset lack of benefits.
5. No other qualified candidate, as defined by the job=s specifications, with comparable job related expertise/abilities who would accept a lower salary level, can be available.

CRITICAL SALARY NEGOTIATION DETERMINING FACTORS:

1. Applicant=s present salary, if employed.
2. Applicant=s most recent salary, if unemployed.
3. Applicant=s active, valid, competing job offers, if any.

SALARY OFFER LIMITS UNDER THE GUIDELINES:

1. Offer should not exceed approximately twelve (12) percent of applicant=s present or most recent salary.
- OR,**
2. Offer can meet or closely approximate, but not exceed, applicant=s active, valid,

competing job offer(s).

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DHMH Personnel Services Administration Guideline (Summary)
AHiring SPP Contract And Temporary Emergency Employees

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Revised 3/1/02

SALARY OFFERS EXCEEDING SALARY OFFER LIMITS:

1. Requires demonstrated public solicitation to recruit/attract applicants via recent newspaper help wanted ad(s).
- AND,**
2. Requires hiring manager statement as to why additional recruitment/advertising cannot or should not be undertaken.
- AND,**
3. Requires the approval of the Program Director, Facility Director, or Local Health Officer prior to signing/submitting contract or processing an EM Appointment.

ABOVE BASE SALARY APPROVAL AUTHORITY LIMITATIONS:

WITHIN THE GUIDELINES:

The hiring manager, with the advice of the field Personnel Officer; or the, Contracts Unit (for SPP only) of the Personnel Services Administration, may authorize a salary level up to and including step 8 of the salary grade provided the amount does not exceed salary offer limits under the guidelines.

EXCEEDING THE GUIDELINES

The Program Director, Facility Director, or Local Health Officer, with the advice of the field Personnel Officer or the Contracts Unit (for SPP only) of the Personnel Services Administration, may authorize a salary level within the salary grade that exceeds the guideline salary level when he/she determines that a reasonable effort has been made to recruit/attract applicants; and, determines that such salary offer is in the State=s best interest as relates to service quality, efficiency, and/or expediency.

